

DEPARTMENT OF THE ARMY
US ARMY CORPS OF ENGINEERS
FINANCE CENTER
5722 INTEGRITY DRIVE
MILLINGTON TENNESSEE 38054-5005

15 July 2007

CEFC-Z
SOP No. UFC-CEEMIS 02

STANDING OPERATING PROCEDURE
Access Instruction to the
Corps of Engineers Enterprise Management Information System (CEEMIS)

1. **PURPOSE.** This Standing Operating Procedure (SOP) provides procedures for accessing the Corps of Engineers Enterprise Management Information System (CEEMIS)
2. **APPLICABILITY.** This SOP applies to all activities supported by the USACE Finance Center (UFC).
3. **REFERENCES.**
 - a. Instructions - form DD 2875 System Authorization Access Request (SAAR)
 - b. USACE Userid- Password Administration and Security System (U-PASS)
4. **REQUIREMENTS.**
 - a. Completed DD 2875 SAAR
 - b. Access to U-PASS resources CPC25 Sun 6000 and CEEMIS 8I database instance

4. **PROCEDURES.**

4.1 Verify System Capabilities

4.1.1 Log in to U-PASS <https://u-pass.usace.army.mil/> to verify access to required U-PASS resources. System user-id and a valid Oracle password are required for U-PASS log in.

4.1.2 Once in U-PASS click the 'User Info ...' link on the left of the page to see user capabilities. Verify the existence of the following capabilities:

- o [CPC25 SUN 6000 FAMILY HQUSACE](#)
- o [CEEMIS 8I SID S0HQRPP2 ON CPC25](#)

4.1.3 Request the capabilities from the local U-PASS administrator for the user if they are not present. U-PASS capability must be granted before CEEMIS log in is possible.

4.2 Complete and submit form DD 2875 to USACE Finance Center

4.2.1 Obtain the form from the USACE Finance Center website
<http://www.fc.usace.army.mil/>

4.2.2 Read the instructions and complete part I and part II through block 20b.

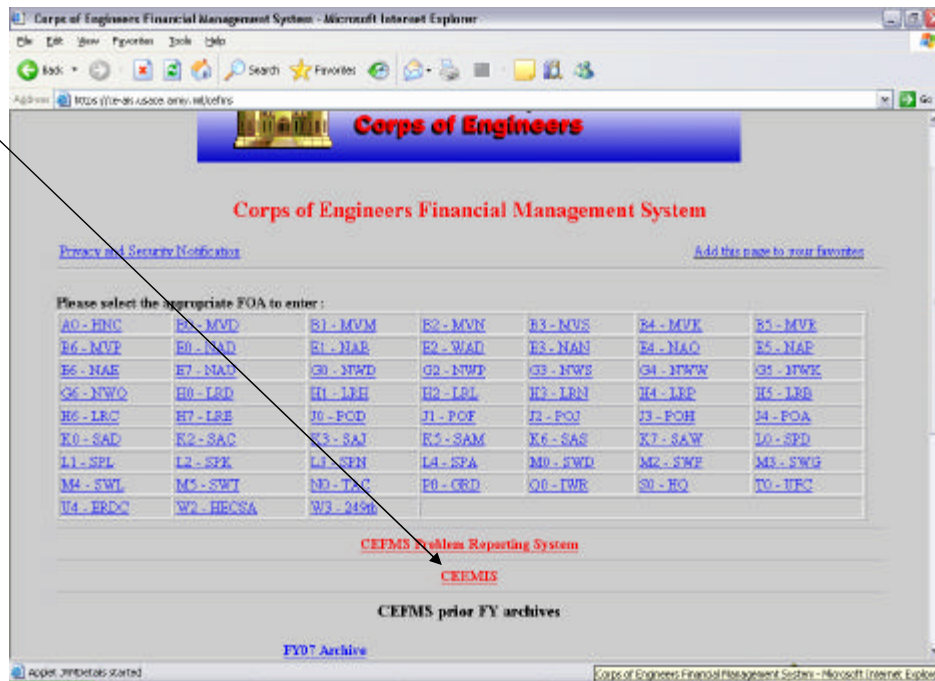
4.2.3 Request completion of part III by the security manager of the requestor's office. The Finance Center security officer can only validate security information for Finance Center staff.

4.2.4 Identify roles required by entering a C, G, or D next to the accounting functions listed on page 3 of the SAAR. **The three access types are: C (create/update), G (generate), and D (DFAS submission). Unless assigned by your supervisor to update/correct or submit a report, request access type G. Update/correct and submit are generally Finance Center functions.**

4.2.5 Scan and e-mail the signed completed form to ceemis-saar@usace.army.mil or fax the form to (901) 874-8591 attn: CEEMIS SAAR.

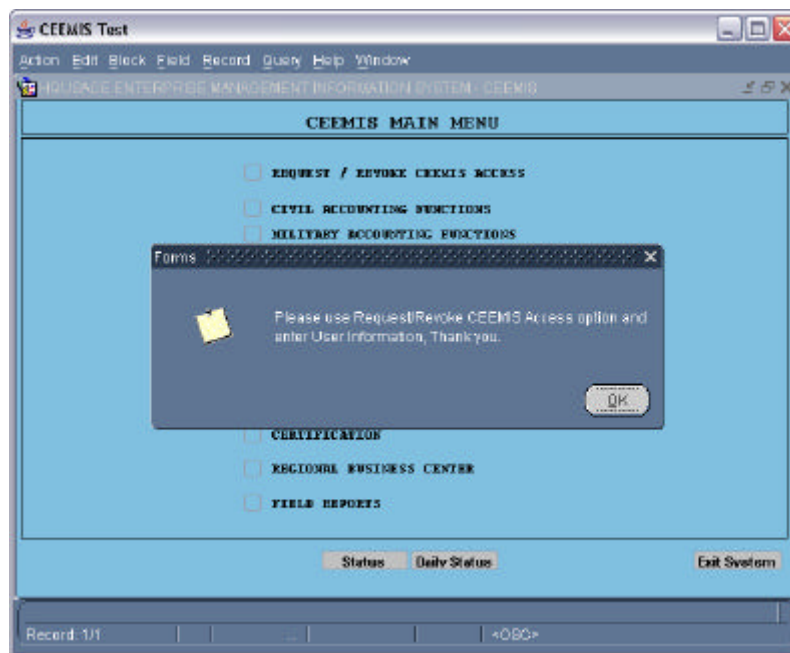
4.3 Log in to CEEMIS and request roles

4.3.1 Open <https://ce-ais.usace.army.mil/cefms> in a web browser, scroll to the CEEMIS link, and click it.

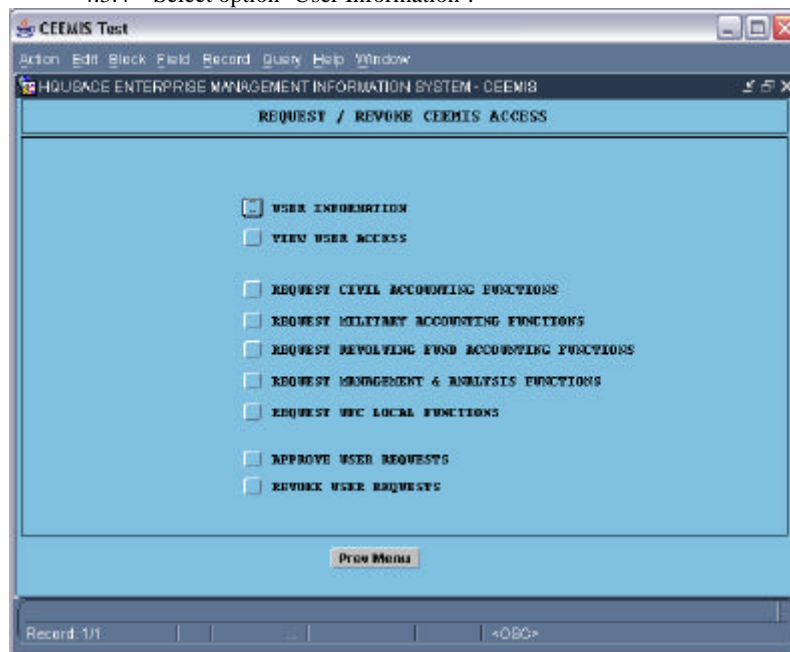


4.3.2 After the log on screen appears (the second of the two windows opened from the CEEMIS link), enter user id, Unix password, and Oracle password into the fields of the form. Use Tab and Shift-Tab to move the cursor between fields. Click the Logon button after entering all passwords.

4.3.3 Acknowledge the message by clicking OK. All menu options are selected by clicking the button next to the menu text. Select the 'request / revoke CEEMIS access' option by clicking the button next to the menu text.



4.3.4 Select option 'User Information'.



4.3.5 Acknowledge the message by clicking OK and complete the form by providing name, phone numbers, job title, user and supervisor e-mail addresses. Use the Tab key to move

the cursor between fields. Ignore the fields the cursor does not move into. Click the Save button after entering the required information. Accept the e-mail notification message by clicking the OK button. Exit the screen after saving the user information.

CEEMIS Test

Action Edit Block Field Record Query Help Window

HQUSACE ENTERPRISE MANAGEMENT INFORMATION SYSTEM - CEEMIS

USER INFORMATION

Userid: CEEMIS4 Idno: BRONT1234 Access Level: 1 Inactive Ind: 1

First Name: TRACY Last Name: BROWN SSN Last 4 Digits: 1234

Title: TESTED Office Symbol: CEPC-F

Commercial Phone #: (901)874-1111 Fax Phone #:

E-Mail Address: TRACY.BROWN@USACE.ARMY.MIL

Responsible Employee: ☐ Resp. Emp. PIN #: Last Login Date: 26-JUL-2007

Certify Employee: ☐ Cert. Emp. PIN #:

Supervisor Email Address: A.BUP@USACE.ARMY.MIL

Review Idno: Review Date:

List Prev Next Query Execute Cancel Save View Requests Exit

FRM-40400 Transaction complete: 1 records applied and saved.

Record: 1/1 <000>

4.3.6 The report role access request entered in CEEMIS should match the request recorded on form DD 2875. The report roles are divided by fund type. Select from the 'Request ...' menu options the item that matches heading of the section completed on page 3 of DD 2875.

4.3.7 Press **F4** to select a field operating activity (FOA) from the list or enter the two character code into the field. **Please do not request FOA code ZZ unless assigned to the Finance Center or Headquarters (corporate users).**

4.3.8 Enter C, G, or D in the field next to the report name column. **The three access types are: C (create/update), G (generate), and D (DFAS submission). Unless assigned by your supervisor to update/correct or submit a report, request access type G. Update/correct and submit are generally Finance Center functions.**

4.3.9 After entering all access requests for the listed reports, click the Save button.

4.3.10 Click OK to acknowledge the message; notice that the lower portion of the screen clears after the message box disappears.

4.3.11 Click Exit to return to the menu

4.3.12 Select another 'Request...' menu option as needed until all report access requests are completed. It is permitted to enter multiple access requests of a given type (

e.g. civil accounting functions) when access is needed for more than one FOA.
After each request, return to the menu before entering a new request.

CEEMIS Test

Menu Edit Block Field Record Query Help Window

HQUSACE ENTERPRISE MANAGEMENT INFORMATION SYSTEM - CEEMIS

REQUEST CIVIL ACCOUNTING FUNCTIONS

Userid: CBMIS4 First Name: TRACY Last Name: BROWN

FOA Code: B1 Report Access is Requested For:

Report	Access Type
CAB DIRECT	G
CAB REIMS	G
CPOLIM	
CIVCOM REPORT	
CIVIL CHECK ISSUE	
ENCOSOLA	G
GENERAL LEDGERS	G
GLTB MILITARY	
GLTB MILITARY YA	
REAL ESTATE RCPT	G
RP GENERAL LEDGER	G

List Prev Next Query Execute Cancel Save View Requests Exit

Enter 'G' for Generate, 'C' for Create/Update or 'D' for DFAS Submission.

Record: 1/9

<000>

CEEMIS Test

Action Edit Block Field Record Query Help Window

HOUSACE ENTERPRISE MANAGEMENT INFORMATION SYSTEM - CEEMIS

REQUEST CIVIL ACCOUNTING FUNCTIONS

Userid: CEEMIS4 First Name: TRACY Last Name: BROWN

FOA Code: 01 Report Access is Requested For:

Forms

Access Requests have been submitted, use the View Requests Button to review them.

OK

GENERAL LEDGERS	G
GLTB MILITARY	
GLTB MILITARY YA	
RHAL ESTATE ECPT	G
RF GENERAL LEDGER	G

List Prev Next Query Execute Cancel Save View Requests Exit

FRM-40362: Last record of query retrieved.
Record: 0017

4.3.13 Notification of the access request will be e-mailed to the access approvers. The requester and the requester's supervisor will be notified by e-mail when the request is approved. The POCs for CEEMIS Access are: Randy Snodgrass (901) 874-8626, Marcus Husby (901) 874-8544 and John Henderson (901) 874-8692.

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